

POSITION TITLE: FOOD SERVICE MANAGER III –  
Food Service

DEPARTMENT: Laundry, Food and Supply

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

DATE: 03/18/2011

## I. JOB SUMMARY

Performs highly complex food service supervisory work. Work involves supervising and planning food preparation and service; ensuring prescribed sanitation and safety rules are maintained; calculating food requirements; preparing reports; direct supervision of offender work groups in their daily assigned duties including the responsibility of preventing escapes and maintaining discipline in conformance with strict rules, regulations, and standard operating procedures; and planning, assigning, and supervising offenders and employees. Works under limited supervision with considerable latitude for the use of initiative and independent judgement.

- A. Supervises the preparation and serving of meals; ensures dining, service, and food preparation areas and equipment are maintained in a clean and sanitary manner; monitors compliance with sanitation, safety, and health regulations; assists in establishing food service regulations, procedures, and standards; inspects food for quantity, quality, and temperature; monitors and logs temperatures; ensures adequate controls and proper methods and procedures are maintained in food preparation, special diet requirements, and portion controls; assists in calculating monthly, quarterly, semi-annual, and annual food budget requirements; prepares and approves requisitions for food items, supplies, and equipment; and completes related documents and reports.
- B. Assumes an advanced level of responsibility for the care and custody of assigned offenders through knowledge of and adherence to laws, rules, regulations, and standard operating procedures governing the Texas Department of Criminal Justice (TDCJ); searches for contraband and provides security; and supervises offenders in work areas accessed by stairs; and maintains security of assigned areas.
- C. Provides custody and security of offenders including observing actions of offenders, squatting and bending to conduct “pat” and “strip” searches of offenders, restraining and securing sometimes assaultive offenders.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
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- D. Supervises and provides security of offenders performing food service technical skills which involve climbing stairs and ladders, and climbing around the inside or outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.
- E. Responds to emergencies, including climbing stairs and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs and ladders; and uses force and deadly force, including the use of chemical agents and firearms, to control offenders.
- F. Reads, reviews, and properly applies information found in offender records which is related to the offender's health and safety and to the security of the facility; provides leadership and technical guidance to other staff; complies with policies, procedures, rules, and regulations; enforces offender disciplinary rules; and prepares and maintains records, forms, and reports.
- G. Plans, assigns, and supervises the work of employees and offenders; and assists in the orientation and departmental in-service training programs for staff and offenders.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Must have ninety-one consecutive months of satisfactory active TDCJ service as a Correctional Officer, supervisor of Correctional Officers, Food Service Manager, or Laundry Manager with a minimum of eighteen months TDCJ correctional food service experience.
- 3. Three years full-time, wage-earning experience in the supervision of employees or offenders.

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B. Knowledge and Skills

1. Knowledge of the principles and practices of quantity food preparation and service.
2. Knowledge of the operation and maintenance of food service equipment.
3. Knowledge of food service accounting and inventory control procedures.
4. Knowledge of food storage practices and procedures.
5. Knowledge of food service sanitation and safety standards.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to calculate food requirements.
8. Skill in inventory maintenance methods and procedures.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to interpret and apply rules, regulations, policies, and procedures.
12. Skill in problem-solving techniques.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill in correctional methods, techniques, practices, and procedures.
15. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
16. Skill to train and supervise employees and offenders.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, excessive or intermittent noise, constant noise, dust, fumes, smoke, grease, oils, solvents, insecticides and cleaning agents, slippery or uneven walking surfaces, working with hands in water, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, meat saw, meat slicer, meat tenderizer, meat grinder, reel oven, range, fryer, mixer, deck oven, convection oven, braising pans, grills and related food service preparation equipment, hot and cold serving lines, pallet jack, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, telephone, and automobile.